



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20210709	<b>POSITION:</b> Director of Finance
<b>OPENING DATE:</b> July 9, 2021	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday – Friday	<b>STARTING RANGE:</b> \$130,114 -- \$162,642 DOQ (Grade 11) (Career Service) <b>Entire Range:</b> \$130,114 -- \$211,198
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular

This position is **NOT** in a collective bargaining unit.

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

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**POSITION SUMMARY:**

The Director of Finance reports directly to DCRB's Chief Financial Officer (CFO), providing support to the CFO and the Finance department across a spectrum of budget-focused programs, initiatives, and functions. Key responsibilities include managing and overseeing DCRB's total budget process, and providing guidance to the CFO and senior management on all budget-related matters. The Director of Finance also has primary responsibility for developing and executing the agency's budget plans, as well as preparing information required for presentations to DCRB's Board, the Office of Budget and Planning, and City Council. As the CFO evolves the structure of the Finance team, the Director of Finance also will be expected to supervise one or more budget-focused positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, and carries out actions involving the total budget process; ensures effective integration of program goals; and oversees the agency's total budget planning process.
- Provides expert advice to senior management on complex matters related to the budget process; reviews, approves, and disapproves spending plans for total agency programs.
- Reviews the operating budget proposals and prepares recommendations
- Develops detailed expenditure and contributions budget plans to acquire funds to support organization programs.
- Assists in the development and preparation of the budget for presentation to the Board of Trustees, Office of Budget and Planning, Mayor, and City Council.

- Ensures that budget policies, regulations, procedures, and methods are in compliance with legal and regulatory requirements of the Board and the Federal and District governments.
- Develops, recommends, and implements agency budgetary policies and guidelines for operational budgets and forecasts.
- Develops and revises financial and fiscal policies, plans, procedures, goals, and systems that may be required by the agency.
- Develops budget implementation plans based on the approved or adopted budget for multiple funds.
- Oversees the monthly budget to actual and quarterly forecast reporting.
- Develops and implements measures to enhance budget and other financial management processes.
- Analyzes financial information and prepares timely financial and statistical reports required by both local and federal governments and other executive officials.
- Determines any modifications that may be required to the budget.
- Prepares recurring and special reports of a budgetary, financial, or analytical nature as required or requested by the Chief Financial Officer, Executive Director, Board of Trustees, and Federal and District agencies.
- Provides authoritative interpretations of budget related congressional and District legislation
- Provides training and development of staff. Performs other related duties as assigned.

#### **FUNCTIONAL COMPETENCIES:**

- Knowledge of accounting/financial management.
- Ability to provide complex budgetary information to non-financial managers and non-financial public officials to be easily understood.
- Ability to understand complex financial data and actuarial reports.
- Strong written and verbal communication skills and the ability to listen to the needs of the Department Heads, Executive Director and the Board of Trustees.
- Ability to adhere to critical deadlines, as well as produce accurate financial reports and forecasts.
- Proven ability to manage and execute a multi-million-dollar budget.
- Proven ability to execute responsibilities with integrity and attention to detail.
- Understanding of District government policies, procedures, and politics.

#### **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS:**

- Bachelor's degree in accounting, business administration, finance, public administration, or related field.

#### **JOB EXPERIENCE (YEARS & TYPE):**

- A minimum of 10 years experience in either a management or executive level positions with the responsibility to oversee multi-million-dollar budgets with multiple funding sources.
- Experience working with public officials regarding the budgetary implications of any policies and procedures.
- Progressive experience performing the related duties and responsibilities such as planning, supervising, and providing authoritative advice on all matters regarding budget and financial management

- Additional experience that will be considered includes prior decision-making and investment/financial responsibility in a similarly complex organization;
- Experience working with a board a plus.

*DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*

**WORKING CONDITIONS:**

- Normal office environment

**COMPENSATION LEVEL:** DCRB Grade 11

*This job description indicates the general nature and level of work to be performed by an employee in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of an employee assigned to this job. The employee may be asked to perform other duties as assigned.*

**RANKING FACTORS:** NONE

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:** Email to: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1- 616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURC**

